

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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January 22, 2008

To: CSBG Service Providers

**Subject: 2008/2009 Community Services Block Grant (CSBG) Contract
Amendment No. 3**

CSD is in receipt of the Department of Health and Human Services (DHHS) **second** Notice of Grant Award for \$9,856,035. Enclosed is your agency's 2008/2009 Community Services Block Grant (CSBG) Contract Amendment No. 3 and increased allocation for the 2009 CSBG Program Year (second program year). Attached is a spreadsheet showing the program year 2009, CSBG estimated and actual allocation received.

Instructions for CSBG Amendment No. 3:

Sign and return the amendment to CSD. No action is required for the fiscal data budget and program data. These forms were completed in the CSBG Amendment No. 2 using the total estimated annual allocation. To prevent delays in processing the CSBG Amendment No. 3, ensure that Contract Amendment No. 2 has been submitted to CSD.

2009 Second Allocation:

The 2008/2009 CSBG Allocation spreadsheet provides a breakdown of the funds authorized to date for the 2009 program year. See columns initial and second for the amount authorized to expend.

2009 Second Advance Payment

Upon execution of the 2008/2009 Contract Amendment No. 3, an advance payment will be processed and sent to each Contractor. The amount of the advance, in accordance with state statute, will be 25% of the contract amount. (See attached spreadsheet column titled 2009 Advance, Based on Second Allocation).

Upon receipt of final award notification, the contract will be amended and any remaining balance of the advance (not to exceed 25% of the 2009 final allocation) will be forwarded.

Please contact John O'Keefe, CSBG Field Operations Manager at (916) 341-4269, or jokeefe@csd.ca.gov with any questions regarding your 2008/2009 CSBG Contract Amendment No. 3.

Sincerely,

A handwritten signature in cursive script that reads 'Lloyd Throne'.

Lloyd Throne
Director

Attachment